

## DOCUMENT RESUME

ED 346 810

HE 025 630

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TITLE Integrated Postsecondary Education Data System.  
Glossary.  
INSTITUTION National Center for Education Statistics (ED),  
Washington, DC.  
REPORT NO NCES-92-081  
PUB DATE Jun 92  
NOTE 36p.; Updates 1987 edition, see ED 280 338.  
PUB TYPE Reference Materials - General (130)

EDRS PRICE MF01/PC02 Plus Postage.  
DESCRIPTORS Academic Achievement; College Faculty; Colleges; Data  
Collection; \*Definitions; Educational Attainment;  
Educational Finance; Enrollment; Higher Education;  
National Surveys; Postsecondary Education; Private  
Schools; Public Schools; \*School Surveys; Statistical  
Surveys; Two Year Colleges; Universities  
IDENTIFIERS \*Integrated Postsecondary Education Data System

## ABSTRACT

This glossary includes terms used in the Integrated Postsecondary Education Data System (IPEDS). IPEDS is the core postsecondary education data collection program in the U.S. Department of Education's National Center for Education Statistics. It is a single, comprehensive data collection system developed to encompass all institutions and organizations whose primary purpose is to provide postsecondary education. The IPEDS system is built around a series of interrelated surveys to collect institution-level data in such areas as enrollment, program completions, faculty and staff, and financing. The glossary includes a list of the IPEDS forms that are coded for quick identification and broken down by four- and two-year public and private, nonprofit/profit institutions. Also noted are on which specific forms some terms appear. (GLR)

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NATIONAL CENTER FOR EDUCATION STATISTICS

# INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

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NCES 92-081

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INTEGRATED  
POSTSECONDARY  
EDUCATION  
DATA  
SYSTEM

GLOSSARY

by  
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**National Center for Education Statistics**

"The purpose of the Center shall be to collect, and analyze, and disseminate statistics and other data related to education in the United States and in other nations."—Section 406(b) of the General Education Provisions Act, as amended (20 U.S.C. 1221e-1).

June 1992

## GLOSSARY

### INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

#### Background

This glossary includes terms used in the **Integrated Postsecondary Education Data System (IPEDS)**. IPEDS is the core postsecondary education data collection program in the U.S. Department of Education's National Center for Education Statistics (NCES). It was designed to help NCES meet its mandate to report full and complete statistics on the condition of postsecondary education in the United States. It is a single, comprehensive data collection system developed to encompass all institutions and organizations whose primary purpose is to provide postsecondary education. The IPEDS system is built around a series of interrelated surveys to collect institution-level data in such areas as enrollment, program completions, faculty and staff, and financing.

IPEDS supersedes the Higher Education General Information Survey (HEGIS), a similar set of surveys that collected data from 1966-86 from a more limited universe of approximately 3,400 institutions that were accredited at the college level by an association recognized by the Secretary, U.S. Department of Education. The transition to IPEDS expanded the universe to include all institutions whose primary purpose is providing postsecondary education. IPEDS currently includes approximately 11,000 such institutions.

IPEDS uses a consistent set of common data elements which apply to all providers of postsecondary education. IPEDS also has sets of unique data elements which are applicable only to particular types of postsecondary education providers. The creation of unique sets of data elements required multiple versions of several of the IPEDS surveys. Table 1 is a key to the various versions of the IPEDS survey forms that institutions are asked to complete; form versions are dependent on control of the institution and its highest level of offering.

#### IPEDS Survey Components

The first IPEDS surveys were mailed to institutions in 1986, and the program has been operating on an annual basis since that time. The IPEDS program currently collects information from more than 10,000 postsecondary institutions using one or more of 9 survey instruments. A brief description of each of the component surveys follows:

##### **Institutional Characteristics (IC)**

Cycle: Annual

Data : Address; congressional district; county; telephone numbers; control or affiliation, calendar system; levels of awards offered; types of programs; accreditation; tuition and fees; room and board charges; instructional activity; unduplicated headcount of students for 12-month period. Private, less-than-2-year institutions are asked to provide selected information for the 6 largest programs offered.

##### **Fall Enrollment (EF)**

Cycle: Annual

Data : Full- and part-time enrollments for undergraduates, graduates and first-professional students, by sex and race/ethnicity; age distributions are collected in odd-numbered

years by level of enrollment and sex of student; state of residence of first-time undergraduate students is collected in even-numbered years.

#### **Fall Enrollment in Occupationally-Specific Programs (EP)**

Cycle: Biennial (odd-numbered years)

Data : Enrollment by 6-digit program specialty code for all occupationally-specific programs at the subbaccalaureate level, by race/ethnicity and sex of student.

#### **Completions (C)**

Cycle: Annual

Data : Completions by level of degree (associate's, bachelor's, master's, doctor's and first-professional) and other formal awards by length of program (e.g., less than 1 year, at least 1 but less than 2 years) all by sex of recipient and by 6-digit program specialty code. Race/ethnicity is collected at the 2-digit summary level only for most institutions.

#### **Salaries, Tenure, and Fringe Benefits of Full-Time Instructional Faculty (SA)**

Cycle: Annual

Data : Number of full-time instructional faculty by rank, sex, tenure status, and length of contract; total salary outlay; and fringe benefits.

#### **Fall Staff (S)**

Cycle: Biennial (odd-numbered years)

Data : Number of persons employed by primary occupational activity, full- and part-time status, race/ethnicity, and sex. New hires by primary occupation, race, and sex.

#### **Finance (F)**

Cycle: Annual

Data : Current fund revenues by source (e.g., tuition and fees, contracts, private gifts); current fund expenditures by function (e.g., instruction, research, plant maintenance and operation); expenditures on financial aid by source; indebtedness on physical plant; and endowment assets.

#### **Academic Libraries (L)**

Cycle: Biennial (even-numbered years)

Data : Number of libraries and branches; number and salaries of full- and part-time staff; circulation; interlibrary loan transactions; collections; operating expenditures.

#### **Consolidated Form (CN)**

Cycle: Annual

Data : Selected data elements on fall enrollments, enrollment in occupationally-specific programs, completions, finance, libraries and staff. For those surveys conducted on a biennial basis, the consolidated survey includes these items on the same cycle.

### **Early Estimates (EE)**

**Cycle:** Annual

**Data:** Selected key data elements on enrollment, completions, and finance requested early in the fall of each year from a sample of postsecondary institutions. Telephone results are used to estimate national totals by level and control of institution.

### **Who is included in IPEDS**

- \* All institutions whose primary purpose is the provision of postsecondary education
- \* All branches of colleges and universities, as long as the branch offers a full program of study (not just courses), are asked to report separately to IPEDS
- \* Free-standing medical schools, as well as schools of nursing, schools of radiology, etc., within hospitals
- \* Schools offering occupational and vocational training with the intent of preparing students for work (e.g., a modeling school training for professional modeling--not just a charm school)

### **Who is not included in IPEDS**

- \* Schools not open to the general public (i.e., training sites at prisons, military installations, corporations)
- \* Hospitals offering internships or residency programs only; or hospitals that only offer training as part of a medical school program at an institution of higher education
- \* Organizational entities providing only noncredit continuing education (CEUs)
- \* Schools whose only purpose is to prepare students to take a particular test, such as the CPA examination or the Bar exams
- \* Branch campuses of U.S. institutions in foreign countries

### **Data Uses**

IPEDS surveys provide the data for analyzing and reporting information such as trends in enrollment and degree completions by sex and race/ethnicity, patterns of expenditures and revenues of institutions, patterns of student costs, faculty and staff information, and types and numbers of institutions. The data are used by NCES for annual reports on the condition of postsecondary education and for statistical digests; IPEDS also provides the frame for sampling postsecondary institutions. Federal program staff use IPEDS survey data to address various policy issues. Policymakers at the state level use IPEDS data for planning purposes and comparative analysis. Institutional staff use the data for peer analysis. In addition, many requests for information based on IPEDS and other postsecondary programs are received by NCES each year from federal agencies and officials, state agencies and officials, education associations, individual institutions, the media, and the general public. The requests cover a broad range of data uses, educational issues, and public concerns.

NCES encourages the use of IPEDS data and data sets in institutional research, at state and regional levels for policy analysis and planning, and by the academic research community. Students may access the institutional characteristics data, including tuition and fees and room and board charges, through several of the Career Information Delivery Systems (CIDS) networks, which provide information to over 5 million potential students each year.

Extensive statistical tables are published in regular NCES reports, which provide access to the most frequently used summary statistics. Computer tapes and diskettes of annual IPEDS data sets are distributed to state higher education agencies and are made available to the public. Institutional profiles are being planned and will be provided to individual institutions indicating reporting history and comparative statistics for use in institutional planning and research.

National Center for Education Statistics  
Integrated Postsecondary Education Data System (IPEDS):  
1993 and beyond

| IPEDS surveys                                                                                                                                 | 4-year-and-above   |                       |                        | 2-but-less-than-4-year |                       |                        | Less-than-2-year   |                       |                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------|------------------------|------------------------|-----------------------|------------------------|--------------------|-----------------------|------------------------|
|                                                                                                                                               | Public<br>Sector 1 | Private               |                        | Public<br>Sector 4     | Private               |                        | Public<br>Sector 7 | Private               |                        |
|                                                                                                                                               |                    | Nonprofit<br>Sector 2 | For-profit<br>Sector 3 |                        | Nonprofit<br>Sector 5 | For-profit<br>Sector 6 |                    | Nonprofit<br>Sector 8 | For-profit<br>Sector 9 |
| I. For institutions eligible for federal student financial aid                                                                                |                    |                       |                        |                        |                       |                        |                    |                       |                        |
| Surveys mailed to all accredited institutions of higher education, and to other postsecondary schools granting bachelor's and higher degrees* |                    |                       |                        |                        |                       |                        |                    |                       |                        |
| Institutional Characteristics.....                                                                                                            | IC1                | IC1                   | IC1                    | IC2                    | IC2                   | IC2                    | IC2                | IC3                   | IC3                    |
| Fall Enrollment.....                                                                                                                          | EF1                | EF1                   | EF1                    | EF2                    | EF2                   | EF2                    | EF2                | EF2                   | EF2                    |
| Completions.....                                                                                                                              | C1                 | C1                    | C1                     | C2                     | C2                    | C2                     | C2                 | C2                    | C2                     |
| Fall Enrollment in<br>Occupationally-Specific<br>Programs.....                                                                                | EP                 | EP                    | EP                     | EP                     | EP                    | EP                     | EP                 | EP                    | EP                     |
| Salaries, Tenure, and Fringe<br>Benefits of Full-Time<br>Instructional Faculty.....                                                           | SA                 | SA                    | SA                     | SA                     | SA                    | SA                     | SA                 | SA                    | SA                     |
| Finance.....                                                                                                                                  | F1                 | F1A                   | F1A                    | F1                     | F1A                   | F1A                    | F1                 | F1A                   | F1A                    |
| Fall Staff.....                                                                                                                               | S                  | S                     | S                      | S                      | S                     | S                      | S                  | S                     | S                      |
| Academic Libraries .....                                                                                                                      | L                  | L                     | L                      | L                      | L                     | L                      | L                  | L                     | L                      |
| Surveys mailed to other postsecondary institutions                                                                                            |                    |                       |                        |                        |                       |                        |                    |                       |                        |
| Institutional Characteristics.....                                                                                                            | IC1                | IC1                   | IC1                    | IC2                    | IC2                   | IC2                    | IC2                | IC3                   | IC3                    |
| Consolidated Form.....                                                                                                                        | CN                 | CN                    | CN                     | CN                     | CN                    | CN                     | CN                 | CN                    | CN                     |
| II. For institutions that are NOT eligible for federal student financial aid                                                                  |                    |                       |                        |                        |                       |                        |                    |                       |                        |
| Institutional Characteristics.....                                                                                                            | IC4                | IC4                   | IC4                    | IC4                    | IC4                   | IC4                    | IC4                | IC4                   | IC4                    |

Note: The version of a survey that an institution receives is determined by institutional level and control.

\* Includes bachelor's, master's, doctor's, and first-professional degrees.

## IPEDS Glossary\*

**ABROAD.** Any geographic location not in the aggregate United States, which includes the 50 states, the District of Columbia, and the outlying areas. (IC 1, 2, 3, 4)

**ACADEMIC PROGRAM.** Instructional program leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting in credits that can be applied to one of these degrees. (IC 1, 2, 3, 4)

**ACADEMIC SUPPORT (EXPENDITURES).** Expenditures for the support services that are an integral part of the institution's primary mission of instruction, research, and public service. Includes expenditures for libraries, museums, galleries, audiovisual services, academic computing support, ancillary support, academic administration, personnel development, and course and curriculum development. Also includes expenditures for veterinary and dental clinics if their primary purpose is to support the institutional program. (F 1)

**ACADEMIC YEAR.** The period of time generally extending from September to June; usually equated to two semesters or trimesters, three quarters, or the period covered by a 4-1-4 plan. (IC 1, 2, 3, 4)

**ACCREDITING AGENCIES.** Agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly announce their findings. (IC 1, 2, 3, 4)

**ADJUNCT FACULTY.** A faculty position where one has an occasional or temporary affiliation with an institution or another faculty member in performing a duty or service in an auxiliary capacity. (S)

**ADMINISTRATIVE UNIT.** The administrative office in a multi-campus environment. This may also apply to the parent or lead campus in a system with one or more branch campuses. (IC 1, 2, 3, 4)

**ADMISSIONS TEST SCORES.** Scores on standardized admissions tests or special admissions tests. (IC 1, 2, 3, 4)

**ADULT BASIC EDUCATION.** Courses designed primarily for students 16 years of age and older to improve basic skills in reading, writing, and arithmetic. These courses are not intended to be part of a program leading to a high school degree, nor are they part of any academic, occupational, or vocational program. (IC 1, 2, 3, 4)

**ALL OTHER EXPENDITURES.** All other expenditures made by the institution for activities related to the operation of the institution, not covered by instruction and scholarship and fellowship categories. (CN)

**ALL OTHER STUDENTS.** Includes all other students except first-time students. (CN)

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\*These terms are used in the IPEDS survey forms noted in parentheses.

AMERICAN INDIAN OR ALASKAN NATIVE. A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition. (EF 1, 2) (EP) (C 1, 2) (CN) (S)

ANNUITY AND LIFE INCOME FUNDS. Funds carrying a stipulation that the institution make payments to one or more specific beneficiaries. (F1)

ARCHIVES. Noncurrent records of an organization or institution preserved because of their continuing value. (L)

ASIAN OR PACIFIC ISLANDER. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam. (EF 1, 2) (EP) (C 1, 2) (CN) (S)

ASSOCIATE'S DEGREE. An award that normally requires at least 2 but less than 4 years of full-time equivalent college work. (IC 1, 2, 3, 4) (C 1, 2) (EE 1, 2, 3) (CN)

AUDIO MATERIALS. Materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. These materials include audio cassettes, audio cartridges, audio disks, audio reels, talking books, and other sound recordings. (L)

AUDIOVISUAL MATERIALS. Materials displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as cartographic and three-dimensional materials. (L)

AUXILIARY ENTERPRISES (EXPENDITURES). Expenditures for essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, college stores, and barber shops. (F 1)

AUXILIARY ENTERPRISES (REVENUES). Revenues generated by or collected from the auxiliary enterprise operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are residence halls, food services, student health services, college stores, and movie theatres. (F 1)

AVOCATIONAL PROGRAMS. Instructional programs in personal interest and leisure categories whose expressed intent is *not* to produce postsecondary credits nor to lead to a formal award or an academic degree nor result in occupationally specific skills. (IC 1, 2, 3, 4)

BACHELOR'S DEGREE. An award that normally requires at least 4 but *not* more than 5 years of full-time equivalent college-level work. This includes *all* bachelor's degrees conferred in a 5-year COOPERATIVE (WORK-STUDY PLAN) PROGRAM. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with

their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years. (IC 1, 2) (C 1) (EE 1, 3) (CN)

**BLACK, NON-HISPANIC.** A person having origins in any of the black racial groups of Africa (except those of Hispanic origin). (EF 1, 2) (EP) (C 1, 2) (CN) (S)

**BOARD CHARGES.** The charge for an academic year for meals, for a specified number of meals per week. (IC 1, 2, 3, 4)

**BOOKS.** Nonperiodical printed publications bound in hard or soft covers, or in loose-leaf format, of at least 49 pages, exclusive of the cover pages, or a juvenile nonperiodical publication of any length bound in hard or soft covers. (L)

**BRANCH INSTITUTION.** A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized PROGRAMS of study, not just courses. (IC 1, 2, 3, 4)

**BRANCH LIBRARY.** Auxiliary library service outlets with quarters separate from the central library of an institution which have a basic collection of books and other materials, a regular staffing level, and an established schedule. (L)

**CALENDAR SYSTEM.** See Predominant Calendar System.

**CARTOGRAPHIC MATERIALS.** Materials representing in whole or in part the Earth or any celestial body at any scale. These materials include two- and three-dimensional maps and globes. (L)

**CERTIFICATE.** A formal award certifying the satisfactory completion of a postsecondary education program. (IC 1, 2, 3, 4) (C 1, 2) (CN) (EP)

**CEU.** Continuing education unit. One continuing education unit is normally defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. (EF 1, 2)

**CHIEF ADMINISTRATOR.** The principal administrative official, or chief executive officer, responsible for the direction of all affairs and operations of a postsecondary educational institution or that component of an organization that conducts postsecondary education and may report to a governing board. (IC 1, 2, 3, 4)

**CIP (CLASSIFICATION OF INSTRUCTIONAL PROGRAMS).** An NCES publication that provides a numerical classification and standard terminology for secondary and postsecondary instructional programs. (IC 1, 2, 3, 4) (EP) (C 1, 2) (CN) (EF 1)

**CIP CODE.** A six-digit code in the form xx.xxxx that identifies instructional program specialties within educational institutions.

**CIRCULATION TRANSACTIONS.** The number of items lent from the general collection and from the reserve collection for use usually (although not always) outside the library. Includes activities with initial charges, either manual or electronic, and also renewals, each of which is reported as a circulation transaction. (L) (CN)

CLERICAL AND SECRETARIAL STAFF. Persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office, such as bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, and payroll clerks. Also includes sales clerks such as those employed full time in the bookstore, and library clerks who are not recognized as librarians. (S)

CLOCK HOUR. See Contact Hour.

COLLEGE WORK-STUDY PROGRAM (CWS). (Higher Education Act of 1965, as amended, Title IV, Part C; Public Laws 89-329, 92-318, 94-482, et al; 42 USC 2751-2756b.) Provides part-time employment to eligible postsecondary students to help meet educational expenses. This program provides grants to institutions for partial reimbursement of wages paid to students. (IC 1, 2, 3, 4)

CONTACT HOUR. A unit of measure that represents an hour of scheduled instruction given to students. Also referred to as clock hour. (IC 1, 2, 3, 4)

CONTINUING PROFESSIONAL EDUCATION. Programs and courses designed specifically for individuals who have completed a professional degree (such as law, medicine, dentistry, or social work) to obtain additional training in their particular field of study. (IC 1)

CONTRACTED SERVICES. Services obtained through contracts with outside agencies which would normally be provided by paid employees. (S)

CONTRIBUTED SERVICES. See Donated Services.

COOPERATIVE (WORK-STUDY PLAN) PROGRAM. A program that provides for alternate class attendance and employment in business, industry, or government.

CORRESPONDENCE. Method of instruction with students receiving structured units of information and accompanying material completely through the mail. (IC 1, 2, 3, 4)

COUNSELING SERVICE. Activities designed to assist students in making plans and decisions related to their education, career, or personal development. (IC 1, 2, 3, 4)

CREDIT. Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award. (IC 1, 2, 3, 4) (EF 1, 2) (EE 1, 2, 3) (CN)

CREDIT COURSE. A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award. (IC 1, 2, 3, 4) (EF 1, 2) (CN)

CREDIT HOUR. A unit of measure representing an hour (50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate or other formal award. (IC 1, 2, 3, 4)

**CURRENT FUNDS EXPENDITURES AND TRANSFERS.** The costs incurred for goods and services used in the conduct of the institution's operations. Includes the acquisition cost of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating departments for such purposes. Includes:

(1) Educational and general expenditures and transfers for --

- Instruction
- Research
- Public services
- Academic support
- Student services
- Institutional support
- Operation and maintenance of plant
- Scholarships and fellowships

(2) Auxiliary enterprises

(3) Hospitals

(4) Independent operations

(F 1) (EE 1, 2, 3) (CN)

**CURRENT FUNDS REVENUES.** Unrestricted gifts, grants, and other resources earned during the reporting period and restricted resources to the extent that such funds were expended for current operating purposes. Excludes restricted current funds received but not expended because these revenues have not been earned. Includes current funds revenues from the following:

- Tuition and fees
- Government appropriations (federal, state, and local)
- Government grants and contracts (federal, state, and local)
- Private gifts, grants, and contracts
- Endowment income
- Sales and services of educational activities
- Auxiliary enterprises
- Hospitals
- Other sources
- Independent operations

(F 1) (EE 1, 2, 3) (CN)

**CURRENT REPLACEMENT VALUE.** The current costs to replace all buildings owned, rented, or used by the institution. Includes recent appraisal value or what is currently carried as insurance replacement value. Excludes the replacement values of those buildings which are a part of endowment or other capital fund investments in real estate. This figure is *not* a book value figure. (F 1)

**DAY CARE SERVICE.** A student service designed to provide appropriate care and protection of infants, preschool, and school-age children so their parents can participate in postsecondary educational programs. (IC 1, 2, 3, 4)

**DEGREE.** An award conferred by a college, university, or other postsecondary education institution as official recognition for the successful completion of a program of studies. (IC 1, 2, 3, 4) (C 1, 2) (CN) (EP)

DEGREE-SEEKING STUDENTS. Students enrolled in courses for credit who are recognized by the institution as seeking a degree or formal award. At the undergraduate level, this is intended to include students enrolled in vocational or occupational programs. (EF 1, 2) (EE 1, 2)

DIPLOMA. A formal document certifying the successful completion of a prescribed program of studies. (IC 1, 2, 3, 4) (C 1, 2) (CN)

DOCTOR'S DEGREE. The highest award a student can earn for graduate study. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering. (IC 1) (C 1) (EE 1, 3) (CN)

DONATED (CONTRIBUTED) SERVICES. Services provided by volunteers, members of religious orders, or by the Central or System office of an institution for which there is no charge to the campus but that would otherwise be provided by employees paid by the campus. (S) (SA)

DORMITORY CAPACITY. The maximum number of students that the institution can provide residential facilities for, whether on or off campus. (IC 1, 2)

11/12-MONTH SALARY CONTRACT. The contracted teaching period of faculty employed for the entire year, usually a period of 11 months. (SA)

EMPLOYMENT SERVICES FOR CURRENT STUDENTS. Activities intended to assist students in obtaining part-time employment as a means of defraying part of the cost of their education. (IC 1, 2, 3, 4)

ENDOWMENT ASSETS. Gross investments of endowment funds, term endowment funds, and funds functioning as endowment. (F 1)

ENDOWMENT FUNDS. Funds whose principal is nonexpendable (true endowment) and that are intended to be invested to provide earnings for institutional use. Also includes term endowment and funds functioning as endowment. (F 1)

ENDOWMENT YIELD (DIVIDENDS, INTEREST, RENTS, ROYALTIES, ETC.). Earnings (not realized gains) on investments of endowments regardless of distribution made of the earnings to various institutional funds. Includes interest, dividends, and amortization of purchased discounts and premiums. (F 1)

EXECUTIVE, ADMINISTRATIVE, AND MANAGERIAL. Persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. Included in this category are all officers holding titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as associate dean,

assistant dean, executive officer of academic departments (department heads, or the equivalent) if their principal activity is administrative. (Note: Includes supervisors of professional employees, while supervisors of nonprofessional employees (technical, clerical, craft, and service/maintenance force) are to be reported within the specific categories of the personnel they supervise.) (S) (CN)

EXTENSION CENTERS. See Off-Campus Centers.

FACULTY (INSTRUCTION/RESEARCH/PUBLIC SERVICE). Persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. If their principal activity is instructional, this category includes deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent). Student teachers or research assistants are not included in this category. (Note: This definition pertains only to the Fall Staff survey. Use the definition entitled Full-Time Instructional Faculty when responding to the Institutional Characteristics survey and the survey of Salaries, Tenure, and Fringe Benefits of Full-Time Instructional Faculty.) (S) (CN)

FALL TERM. The part of the academic year that begins between late August and November 1. (IC 1, 2)

FELLOWSHIPS. Grants-in-aid and trainee stipends to graduate students. Excludes funds for which services to the institution must be rendered, such as payments for teaching or student loans. (F 1)

FICE CODE. A 6-digit identification code created by the Federal Interagency Committee on Education. Originally used to identify all schools doing business with the Office of Education during the early sixties, it is now used in IPEDS to identify institutions that are accredited at the college level by an agency recognized by the Secretary, U.S. Department of Education. These are the traditional institutions of higher education, formerly surveyed under the Higher Education General Information Surveys (HEGIS), plus any schools that are newly accredited institutions of higher education. IPEDS uses FICE codes to track these institutions in order to maintain historical trends that began in the midsixties.

FILMS. Materials, with or without recorded sound, bearing a sequence of images that create the illusion of movement when projected in rapid succession (usually 18 or 24 frames per second). Films are produced in a variety of sizes (8, super 8, 16, 35, 55, and 70 mm) and a variety of formats (cartridge, cassette, loop, and reel). (L)

FIRST-PROFESSIONAL CERTIFICATE (POST-DEGREE). An award that requires completion of an organized program of study designed for persons who have completed the first-professional degree. Examples could be refresher courses or additional units of study in a specialty or subspecialty. (IC 1)

FIRST-PROFESSIONAL DEGREE. An award that requires completion of a program that meets all of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entering the program; and (3) a total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself.

First-professional degrees may be awarded in the following 10 fields:

|                               |                                                |
|-------------------------------|------------------------------------------------|
| Chiropractic (D.C. or D.C.M.) | Pharmacy (D.Pharm.)                            |
| Dentistry (D.D.S. or D.M.D.)  | Podiatry (Pod.D. or D.P.)                      |
| Medicine (M.D.)               | Veterinary Medicine (D.V.M.)                   |
| Optometry (O.D.)              | Law (L.L.B., J.D.)                             |
| Osteopathic Medicine (D.O.)   | Theology (M.Div., M.H.L., B.D., or Ordination) |

(IC 1) (C 1) (EE 1, 3) (CN)

**FIRST-PROFESSIONAL STUDENT.** A student enrolled in any of the following degree programs:

|                               |                                                |
|-------------------------------|------------------------------------------------|
| Chiropractic (D.C. or D.C.M.) | Pharmacy (D.Pharm.)                            |
| Dentistry (D.D.S. or D.M.D.)  | Podiatry (Pod.D. or D.P.)                      |
| Medicine (M.D.)               | Veterinary Medicine (D.V.M.)                   |
| Optometry (O.D.)              | Law (L.L.B., J.D.)                             |
| Osteopathic Medicine (D.O.)   | Theology (M.Div., M.H.L., B.D., or Ordination) |

(EF 1)

**FIRST-TIME FIRST-PROFESSIONAL STUDENT.** A student enrolled for the first time in a first-professional degree program. Includes first-professional students enrolled in the fall term who entered the institution in the prior summer term. (EF 1)

**FIRST-TIME FIRST-YEAR STUDENT.** A student attending any institution for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school). (EF 2)

**FIRST-TIME FRESHMAN.** An entering freshman who has never attended any college. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school). (EF 1)

**FIRST-TIME GRADUATE-LEVEL STUDENT.** A person enrolled at the graduate level for the first time. Includes graduate students enrolled in the fall term who attended graduate school in the prior summer term. (EF 1)

**FIRST-TIME STUDENT.** A student attending any institution for the first time at the level enrolled. Includes students enrolled in the fall term who attended a postsecondary institution for the first time at the same level in the prior summer term. Also includes students who entered with advanced standing (college credit earned before graduation from high school). (CN)

**FIRST-YEAR STUDENT.** A student who has completed less than the equivalent of 1 full year of undergraduate work; that is, less than 30 semester hours in a 120-hour degree program. (EF 1, 2)

**FOUR-ONE-FOUR PLAN.** The 4-1-4 calendar consists of 4 courses taken for 4 months, 1 course taken for 1 month, and 4 courses taken for 4 months. There may be an additional summer session. (IC 1, 2, 3, 4)

**FOURTH YEAR AND BEYOND.** An undergraduate student who has completed the equivalent of 3 years of full-time undergraduate work; that is, at least 90 semester hours in a 120-hour degree program. (EF 1)

**FRESHMAN.** A first-year undergraduate student. (IC 1, 2) (EF 1)

**FRINGE BENEFITS EXPENDITURES.** Cash contributions in the form of supplementary or deferred compensation other than salary. Excludes the employee's contribution. (SA) (F 1)

**FULL-TIME, FIRST-TIME FRESHMAN.** An entering freshman who has never attended any college and who is enrolled for 12 or more semester credits; or 12 or more quarter credits; or 24 contact hours a week each term. Includes students enrolled full-time in the fall term who attended college for the first time in the prior summer term, and full-time students who entered with advanced standing (college credits earned before graduation from high school). (EE 1)

**FULL-TIME INSTRUCTIONAL FACULTY.** Instruction/Research staff employed full-time (as defined by the institution) and whose major regular assignment is instruction, including those with released time for research. (Note: This definition pertains only to the Institutional Characteristics survey and the survey of Salaries, Tenure, and Fringe Benefits of Full-Time Instructional Faculty. Use the definition entitled Faculty (Instruction/Research/Public Service) when responding to the Fall Staff and Consolidated surveys.) (IC 1, 2) (SA)

**FULL-TIME POSTBACCALAUREATE STUDENT.** A student with a bachelor's degree who is enrolled in (1) graduate courses for 9 or more semester credits, or 9 or more quarter credits, or students involved in thesis or dissertation preparation who are considered full time by the institution, or in (2) first-professional courses full time, as defined by the institution. The graduate level includes degree-seeking students and postbaccalaureate students not in graduate programs. (EE 1)

**FULL-TIME STAFF.** Persons on the payroll of the institution (or reporting unit) and classified by the institution as full time. Includes faculty on sabbatical leave and persons who are on leave but remain on the payroll. (S) (CN) (IC 1, 2, 3, 4)

**FULL-TIME STUDENT.**

**Undergraduate** - A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 contact hours a week each term. (EF 1, 2, 4) (CN) (EE 3)

**Graduate** - A student enrolled for 9 or more semester credits, or 9 or more quarter credits or students involved in thesis or dissertation preparation that are considered full time by the institution. (EF 1) (CN) (EE 3)

**First-Professional** - As defined by the institution. (EF 1) (CN)

**FULL-TIME UNDERGRADUATE STUDENT.** A student enrolled in a 4-year or 5-year bachelor's degree program, in an associate's degree program, or in a vocational or technical program below the baccalaureate for 12 or more semester credits; or 12 or more quarter credits; or 24 contact hours a week each term. (EE 1, 2)

FUNDS FUNCTIONING AS ENDOWMENT (QUASI-ENDOWMENT FUNDS). Funds established by the governing board to function like an endowment fund but which may be totally expended at any time at the discretion of the governing board. (F 1)

GATE COUNT. The total number of persons entering the library physically in a typical week. (L)

GED. Normally refers to the Tests of General Educational Development, which provide an opportunity to earn a high school credential. The GED program, sponsored by the American Council on Education, enables individuals to demonstrate that they have acquired a level of learning comparable to that of high school graduates.

GOVERNMENT APPROPRIATIONS (REVENUES). Revenues received by an institution through acts of a legislative body, except grants and contracts. These funds are for meeting current operating expenses and not for specific projects or programs. Examples are the state's general appropriation and the federal land grant appropriation. (F 1,)

GOVERNMENT DOCUMENTS. Materials in all formats that are published by a government agency. (L)

GOVERNMENT GRANTS AND CONTRACTS (REVENUES). Revenues from governmental agencies that are for specific research projects or other types of programs. Examples are research projects, training programs, and similar activities for which amounts are received or expenditures are reimbursable under the terms of a government grant or contract. Includes Pell Grants. (F 1)

GRADUATE STUDENT. A student who holds a bachelor's or first-professional degree, or equivalent, and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs. (IC 1) (EF 1)

GRADUATES ENROLLED FOR CREDIT COURSES. A student who has earned a baccalaureate degree and is enrolled in a graduate course at an institution, but who has not yet been granted graduate student status, including students enrolled in postbaccalaureate certificate programs. (EF 1)

GRAPHIC MATERIALS. Materials for viewing without sound. The materials may or may not be projected or magnified. They include art originals, art prints, art reproductions, slides, transparencies, filmstrips, photographs, pictures, postcards, posters, study prints, and the like. (L)

HEARING IMPAIRED. Any person whose hearing loss is sufficiently severe to adversely affect educational performance. (IC 1, 2, 3, 4)

HEGIS. The Higher Education General Information Survey system conducted by the National Center for Education Statistics between 1966 and 1985. A system comprising several surveys of institutions that are accredited at the college level by an agency recognized by the Secretary, U.S. Department of Education. These surveys included institutional characteristics, enrollment, degrees conferred, salaries, employees, financial statistics, libraries, and others. HEGIS surveys were sent to approximately 3,400 accredited institutions of higher education.

**HIGH SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT.** A document certifying the successful completion of a prescribed secondary school program of studies, or the attainment of satisfactory scores on the Tests of General Educational Development (GED) or another state specified examination. (IC 1, 2, 3, 4)

**HIGHER EDUCATION ASSISTANCE LOAN (HEAL).** Federally insured loans to students attending eligible health professions schools. Section 730 of the Public Health Service Act requires HEAL schools to maintain records on student loans granted under this program. (IC 1, 2, 3, 4)

**HISPANIC.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. (EF 1, 2) (C 1, 2) (EP) (CN) (S)

**HOME STUDY.** Method of instruction designed for students who live at a distance from the teaching institution. Instructional materials are provided to the student through various media with structured units of information, assigned exercises for practice, and examinations to measure achievement, which in turn are submitted to the teaching institution for evaluation, grade assignment, and the earning of credit. (IC 1, 2, 3, 4)

**HOSPITALS (EXPENDITURES).** Expenditures associated with the operation of a hospital, including nursing expenses, other professional services, general services, administrative services, fiscal services, and charges for physical plant operations. (F 1)

**HOSPITALS (REVENUES).** Revenues generated by a hospital operated by the postsecondary institution. Includes gifts, grants, appropriations, research revenues, endowment income, and revenues of health clinics that are part of the hospital unless such clinics are part of the student health services program. Also includes all amounts appropriated by governments (federal, state, local) for the operation of hospitals. (F 1)

**INDEPENDENT OPERATIONS (EXPENDITURES).** Funds expended for operations that are independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service) although they may contribute indirectly to the enhancement of these programs. This category is generally limited to expenditures of a major federally funded research and development center. (F 1)

**INDEPENDENT OPERATIONS (REVENUES).** Revenues associated with operations independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service) although they may contribute indirectly to the enhancement of these programs. This category generally includes only those revenues associated with major federally funded research and development centers. (F 1)

**IN-DISTRICT STUDENT.** A student who is a legal resident of the locality in which he/she attends school and thus is entitled to reduced tuition charges if offered by the institution. (IC 1, 2)

**IN-DISTRICT TUITION.** The tuition charged by the institution to those students residing in the locality in which they attend school. This may be a lower rate than in-state tuition if offered by the institution. (IC 1, 2)

**IN-STATE STUDENT.** A student who is a legal resident of the state in which he/she attends school. (IC 1, 2, 3, 4)

IN-STATE TUITION. The tuition charged by institutions to those students who meet the state's or institution's residency requirements. (IC 1, 2, 3, 4)

INSTITUTIONAL ACCOUNT. An account in which the institution maintains fiscal control of revenues or expenditures and has full knowledge of the amounts flowing through the account. (F 1)

INSTITUTIONAL SUPPORT (EXPENDITURES). Expenditures for the day-to-day operational support of the institution. Includes expenditures for general administrative services, executive direction and planning, legal and fiscal operations, and public relations and development. Excludes expenditures for physical plant operations. (F 1)

INSTITUTIONAL SYSTEM. Two or more institutions of higher education under the control or supervision of a single administrative body. (IC 1, 2, 3, 4)

INSTRUCTION (EXPENDITURES). Expenditures of the colleges, schools, departments, and other instructional divisions of the institution and expenditures for departmental research and public service that are not separately budgeted. Includes expenditures for credit and noncredit activities. Excludes expenditures for academic administration where the primary function is administration (e.g., academic deans). Also includes general academic instruction, occupational and vocational instruction, special session instruction, community education, preparatory and adult basic education, and remedial and tutorial instruction conducted by the teaching faculty for the institution's students. (F 1) (CN)

INSTRUCTION/RESEARCH ASSISTANTS. Students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. These positions are typically held by graduate students having titles such as teaching assistant, teaching associate, teaching fellow, or research assistant. Students in the College Work-Study Program are not included in this category. (S)

INSTRUCTIONAL ACTIVITY. The provision of coursework to students which can be measured in various terms. (IC 1, 2, 3)

INSTRUCTIONAL FACULTY. See Full-Time Instructional Faculty.

INTERLIBRARY LOANS. Transactions in which library materials, or copies of the materials, are made available by one library to another upon request. Loans include providing materials and receiving materials. Libraries involved in these interlibrary loans cannot be under the same administration or on the same campus. (L)

IPEDS. The Integrated Postsecondary Education Data System conducted by the National Center for Education Statistics. IPEDS began in 1986 and involves annual data collections. Survey questionnaires are sent to all postsecondary institutions eligible for federal student financial aid, as determined by the Office of Postsecondary Education, U.S. Department of Education. IPEDS also surveys approximately 4,000 schools that are not eligible for federal student aid using the Institutional Characteristics form only.

IPEDS consists of the following surveys (by target audience):

For ALL postsecondary institutions:  
Institutional Characteristics (IC)

For institutions eligible for aid that are accredited at the college level<sup>1</sup>:

Fall Enrollment (including age and residence data) (EF)  
Fall Enrollment in Occupationally-Specific Programs (EP)  
Completions (C)  
Finance (F)  
Salaries of Full-Time Instructional Faculty (SA)  
Fall Staff (S)  
Academic Libraries (L)

For institutions eligible for aid that are **not** accredited at the college level:  
Consolidated survey (CN)

JOB TRAINING PARTNERSHIP ACT (JTPA). Legislation effective beginning federal fiscal year 1984, enabling Private Industry Councils (PICs) in service areas defined within each State to support job training programs. Provisions of the legislation deal with the authority of the councils, the range of allowable programs, and special populations to be served. (IC 1, 2, 3, 4)

LIBRARY. An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and to faculty. Includes units meeting the above definition which are part of a learning resource center. (CN) (IC 1, 2, 3, 4)

LIBRARY MATERIALS ACQUISITIONS (EXPENDITURES). Expenditures for all print material, microfilm, microfiche, audiovisual materials such as records and films, and computer software. Excludes expenditures for hardware of any kind (e.g., computer terminals, microfiche readers, record players, and projectors). (F 1)

LIBRARY OPERATING EXPENDITURES. The funds expended from the library budget regardless of when the funds may have been received from federal, state, or other sources. Includes salaries and wages, print materials, current serial subscriptions, microforms, machine-readable materials, audiovisual materials, other collection expenditures, preservation, furniture and equipment, computer hardware, postage, telecommunications, on-line database searches, contracted computer services, and all other operating expenditures. Excludes salaries and wages for maintenance and custodial staff, microcomputer software used only by library staff, and expenditures for capital outlays. (CN)

LOAN FUNDS. Funds that have been loaned, or are available for loans to students, faculty, and staff. (F 1)

LOCAL EDUCATION AGENCY (LEA). A public board of education or other public authority legally constituted within a state for either administrative control of or direction of, or to perform service functions for public elementary or secondary schools in (1) a city, county, township, school district, or other political subdivision of a state; (2) such combination of school districts or counties a state recognizes as an administrative agency for its public elementary or secondary schools; (3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school; and (4)

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<sup>1</sup>Institutions must be accredited by an agency recognized by the Secretary, U.S. Department of Education.

any other public institution or agency that has administrative control and direction of a vocational education program. (IC 1, 2, 3, 4)

**MACHINE-READABLE MATERIALS.** Materials such as CD-ROMs, magnetic tapes, and magnetic disks that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally mounted databases, and reference tools on CD-ROM, tape, or disk. (L)

**MANDATORY TRANSFERS.** Those transfers that must be made to fulfill a binding legal obligation of the institution. Includes mandatory debt-service provisions relating to academic and administrative buildings, including (1) amounts set aside for debt retirement and interest; and (2) required provisions for renewal and replacements to the extent not financed from other sources. Also includes the institutional matching portion for Perkins Loans when the source of funds is current revenue. (F 1)

**MANUSCRIPTS.** Handwritten or typed documents, including photocopies and carbon copies. (L)

**MASTER'S DEGREE.** An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree. (IC 1) (C 1) (EE 1, 3) (CN)

**MICROFORMS.** Photographic reproductions of textual, tabular, or graphic materials reduced in size so that they can be used only with magnification. Examples of microforms are roll microfilm, microcard, microfiche, and ultrafiche. (L)

**MILITARY INSTALLATIONS.** One or more buildings or sites owned or operated by the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard, including Reserves and National Guard. (IC 1, 2, 3, 4)

**MOBILITY IMPAIRED.** Any person who must use a standard manual or electric wheelchair or other assistive device to move from place to place, or any person who otherwise finds stairs and other similar physical features impediments to movement. (IC 1, 2, 3, 4)

**NATIONAL INSTITUTIONAL ACCREDITATION.** Institutional accreditation normally applies to an entire institution, indicating that each of its parts is contributing to the achievement of an institution's objectives, although not necessarily all on the same level of quality. The various commissions of the regional accrediting associations, for example, perform institutional accreditation, as do some national institutional accrediting agencies. (IC 1, 2, 3, 4)

**NCES.** The National Center for Education Statistics, which is the statistical branch of the Office of Educational Research and Improvement, a principal operating component of the U.S. Department of Education.

**NEW HIRES.** Persons who were hired for full-time permanent employment for the first time, or after a break in service, between July 1 and September 30 of the survey year. These are not to include persons who have returned from sabbatical leave. (S)

**NEWSPAPERS.** Those serials that are designed mainly to be a primary source of written information on current events. They may also include articles as well as illustrations,

advertisements, legal notices, and vital statistics. Newspapers appear with a masthead and are usually printed on newsprint without a cover. (L)

9/10-MONTH SALARY CONTRACT. The contracted teaching period of faculty employed for 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or the equivalent. (SA)

NONCREDIT COURSE. A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. (IC 1, 2, 3, 4) (EF 1, 2)

NONDEGREE SEEKING STUDENT. A student enrolled in courses for credit who is not recognized by the institution as seeking a degree or formal award. (EF 1) (EE 1, 2)

NONMANDATORY TRANSFERS. Those transfers from current funds to other fund groups made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, funds functioning as endowment, general or specific plant additions, voluntary renewals and replacement of plant, and prepayments on debt principal. (F 1)

NONRESIDENT ALIEN. A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. (EF 1, 2) (EP) (C 1, 2) (CN) (S)

OCCUPATIONAL PROGRAM. A program of study consisting of one or more courses designed to provide the student with sufficient knowledge and skills to perform in a specific occupation. (IC 1, 2, 3, 4)

OCCUPATIONALLY-SPECIFIC PROGRAM. An instructional program, below the bachelor's level, designed to prepare individuals with entry-level skills and training required for employment in a specific trade, occupation, or profession related to the field of study. (CN) (EP)

OFF-CAMPUS CENTERS (EXTENSION CENTERS). Sites outside the confines of the parent institution where courses are offered that are part of an organized program at the parent institution. The sites are not considered to be temporary but may be rented or made available to the institution at no cost by another institution or an organization, agency, or firm. (EF 1, 2 ) (EP) (CN)

OFF-CAMPUS FACILITY. A teaching facility located some distance away from the educational institution which operates it. (IC 1, 2, 3, 4)

OFFICIAL FALL REPORTING DATE. The date (in the fall) on which an institution must report fall enrollment data to either the State, its board of trustees or governing board, or some other external governing body. (EF 1, 2) (EP) (CN) (IC 1, 2, 3, 4)

OPEN ADMISSION. Admission policy whereby the school will accept any student who applies. (IC 1, 2, 3, 4)

OPERATION AND MAINTENANCE OF PLANT (EXPENDITURES). Expenditures for operations established to provide service and maintenance related to campus grounds and facilities used for educational and general purposes. (F 1)

**OTHER EMPLOYEES.** Persons employed directly by the institution in one of the following three categories as their primary occupation. Each employee must be accounted for only once.

**Clerical and secretarial.** Persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paper work required in an office, such as bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, and payroll clerks. Also includes sales clerks such as those employed full time in the book store, and library clerks who are not recognized as librarians.

**Skilled crafts.** Persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes mechanics and repairers, electricians, stationary engineers, skilled machinists, upholsterers, carpenters, compositors, and typesetters.

**Service/Maintenance.** Persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and students or that contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Includes chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, and security personnel. (CN)

**OTHER FORMAL AWARDS BELOW THE BACHELOR'S DEGREE.** Postsecondary awards, certificates, or diplomas *other than associate's degrees* that require completion of an organized program of study at the postsecondary level --

- (1) in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full time; or
- (2) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours; or
- (3) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours. (EE 1, 2, 3)

**OTHER PROFESSIONALS (SUPPORT/SERVICE).** Persons employed for the primary purpose of performing academic support, student services, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Includes employees such as librarians, accountants, student personnel workers, counselors, systems analysts, and coaches. (CN) (S)

OTHER SOURCES (REVENUES). Revenues not covered elsewhere. Examples are interest income and gains (net of losses) from investments of unrestricted current funds, miscellaneous rentals and sales, expired term endowments, and terminated annuity or life income agreements, if not material. Also includes revenues resulting from the sales and services of internal service departments to persons or agencies external to the institution (e.g., the sale of computer time). (F 1) (CN)

OTHER THAN 9/10-MONTH AND 11/12-MONTH SALARY CONTRACT. The contracted teaching period of faculty employed for other than 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or 11-12 months, but still considered full-time employees (as defined by the institution). (SA)

OUTLYING AREAS. Includes American Samoa, the Federated States of Micronesia, Guam, the Marshall Islands, the Northern Mariana Islands, Palau, Puerto Rico, and the Virgin Islands.

OUT-OF-STATE CENTERS. Sites where courses or programs are offered that are in a state different from the state of the main campus. (EF 1, 2)

OUT-OF-STATE STUDENT. A student who is not a legal resident of the state in which he/she attends school. (IC 1, 2)

PART-TIME POSTBACCALAUREATE STUDENT. A student with a bachelor's degree who is enrolled in (1) graduate courses for either 8 semester credits or less, or 8 quarter credits or less, or in (2) first-professional courses part time, as defined by the institution. The graduate level includes degree-seeking students and postbaccalaureate students not in graduate programs. (EE 1)

PART-TIME STAFF. Persons on the payroll of the institution (or reporting unit) and classified by the institution as part time. Students in the College Work-Study Program or casual employees (e.g., persons who are hired to help at registration time or to work in the bookstore for a day or two at the start of a session) are not considered part-time staff. (S)

PART-TIME STUDENT.

**Undergraduate** - A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours a week each term. (EF 1, 2) (CN) (EE 3)

**Graduate** - A student enrolled for either 8 semester credits or less, or 8 quarter credits or less. (EF 1) (CN) (EE 3)

PART-TIME UNDERGRADUATE STUDENT. A student enrolled in a 4-year or 5-year bachelor's degree program, in an associate's degree program, or in a vocational or technical program below the baccalaureate for either 11 semester credits or less; or 11 quarter credits or less; or less than 24 contact hours a week each term. (EE 1, 2)

PELL GRANT PROGRAM. (Higher Education Act of 1965, Title IV, Part A, Subpart I, as amended.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet education expenses. (IC 1, 2, 3, 4) (CN)

**PERIODICALS.** Publications in any medium intended to appear indefinitely at regular or stated intervals, generally more frequently than annually. Individual issues are numbered consecutively or dated and normally contain separate articles, stories, or other writings. Does not include newspapers disseminating general news, and the proceedings, papers, or other publications of corporate bodies primarily related to their meetings. (L)

**PERKINS LOAN PROGRAM (FORMERLY NATIONAL DIRECT STUDENT LOANS).** (Higher Education Act of 1965, Title IV, Part E, as amended, Public Laws 89-329, 92-318, et al; 20 USC 1087aa-1087hh.) Provides low interest loans to eligible postsecondary students (undergraduate, graduate, or professional students) with demonstrated financial need to help meet educational expenses. (IC 1, 2, 3, 4)

**PESD.** The Postsecondary Education Statistics Division, within NCES, where IPEDS is conducted.

**PETS.** The Postsecondary Education Telephone System, a computer-assisted telephone followup and response mechanism developed by the Bureau of the Census for IPEDS. Using PETS, staff can identify nonrespondents, make calls, and record and edit data on an interactive system, thus increasing productivity while reducing respondent time and burden.

**PLACEMENT SERVICES FOR PROGRAM COMPLETERS.** Assistance for students in evaluating their career alternatives as well as in obtaining full-time employment upon leaving the institution. (IC 1, 2, 3, 4)

**POSTBACCALAUREATE CERTIFICATE.** An award that requires completion of an organized program of study requiring 18 credit hours beyond the bachelor's; designed for persons who have completed a baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of master. (IC 1) (C 1) (CN)

**POSTBACCALAUREATE STUDENT.** A student with a bachelor's degree who is enrolled in graduate or first-professional courses. (EF 1) (IC 1)

**POST-MASTER'S CERTIFICATE.** An award that requires completion of an organized program of study of 24 credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level. (IC 1) (C 1) (CN)

**POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (LESS THAN 1 ACADEMIC YEAR).** Requires completion of an organized program of study at the postsecondary level in less than 1 academic year (2 semesters or 3 quarters) or in less than 900 contact hours by a student enrolled full time. (IC 1, 2, 3, 4) (C 1, 2) (CN)

**POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 1 BUT LESS THAN 2 ACADEMIC YEARS).** Requires completion of an organized program of study at the postsecondary level in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours. (IC 1, 2, 3, 4) (C 1, 2) (CN)

**POSTSECONDARY AWARD, CERTIFICATE, OR DIPLOMA (AT LEAST 2 BUT LESS THAN 4 ACADEMIC YEARS).** Requires completion of an organized program of study at the postsecondary level in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 credit hours, or in at least 1,800 but less than 3,600 contact hours. (IC 1, 2, 3, 4) (C 1, 2) (CN)

**POSTSECONDARY EDUCATION.** The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs. (IC 1, 2, 3, 4) (CN)

**POSTSECONDARY EDUCATION INSTITUTION.** An institution which has as its sole purpose, or one of its primary missions, the provision of postsecondary education. Postsecondary education is the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs. (S)

**PREDOMINANT CALENDAR SYSTEM.** The method by which an institution structures most of its courses for the academic year. (IC 1, 2, 3, 4)

**PRESERVATION.** Activities associated with maintaining library and archival material for use either in their original physical form or in some other usable way. This includes but is not limited to binding and rebinding, materials conservation, deacidification, lamination, and restoration. (L)

**PRINT MATERIALS.** All materials consisting primarily of words and usually produced by making an impression with ink on paper. Included in this category are materials that do not require magnification (e.g., books, government documents, braille materials, and ephemeral print materials). Excludes serial subscriptions and microforms. (L)

**PRIVATE FOR-PROFIT (PROFIT-MAKING) INSTITUTION.** A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk. (IC 1, 2, 3, 4)

**PRIVATE GIFTS, GRANTS, AND CONTRACTS (REVENUES).** Revenues from private donors for which no legal consideration is involved and from private contracts for specific goods and services provided to the funder as stipulation for receipt of the funds. Includes only those gifts, grants, and contracts that are directly related to instruction, research, public service, or other institutional purposes. Includes monies received as a result of gifts, grants, or contracts from a foreign government. Also includes the estimated dollar amount of contributed services. (F 1)

**PRIVATE INSTITUTION.** An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. (IC 1, 2, 3, 4)

**PRIVATE NONPROFIT INSTITUTION.** A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent nonprofit schools and those affiliated with a religious organization. (IC 1, 2, 3, 4)

**PROGRAM.** A combination of courses and related activities organized for the attainment of broad educational objectives as described by the institution. (IC 1, 2, 3, 4) (C 1, 2) (CN) (EP)

PROGRAM CATEGORY. A summary of groups of related instructional programs designated by the first 2 digits of its appropriate CIP code. (C 1, 2)

PROGRAM SPECIALTY. A specific instructional program that can only be identified by a 6-digit CIP code. (C 1, 2)

PROGRAM WITH NO FORMAL AWARD. Any formally organized program with stated educational objectives and well-defined completion requirements that does not lead to a formal award. (IC 1, 2, 3, 4)

PUBLIC INSTITUTION. An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds. (IC 1, 2, 3, 4)

PUBLIC SERVICE (EXPENDITURES). Funds budgeted specifically for public service and expended for activities established primarily to provide noninstructional services beneficial to groups external to the institution. Examples are seminars and projects provided to particular sectors of the community and expenditures for community services and cooperative extension services. (F 1)

QUARTER CALENDAR SYSTEM. A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer. (IC 1, 2, 3, 4)

QUASI-ENDOWMENT FUNDS. See Funds Functioning as Endowment.

RACE/ETHNICITY. Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens and resident aliens (holders of Form I-551/155) are:

- Black, Non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, Non-Hispanic

(EF 1, 2) (EP) (C 1, 2) (CN) (S)

REFERENCE TRANSACTIONS. An information contact that involves the knowledge, use, recommendation, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and nonprinted materials, machine-readable databases (including assistance with computer searching), catalogs and other holdings records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. Includes information and referral services. (L)

REMEDIAL COURSES. Instructional courses designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. (EF 1, 2)

**REMEDIAL SERVICES.** Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting. (IC 1, 2, 3, 4)

**RESEARCH (EXPENDITURES).** Funds expended for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. (F 1)

**RESERVE COLLECTION.** Those materials that have been removed from the general library collection and set aside in a library so they will be on hand for a certain course of study or activity in process. Usually, the circulation and length of loan of items in a reserve collection are restricted so that these items will be available to many users who have need of them within a limited time period. (L)

**RESTRICTED CURRENT FUNDS.** Those funds available for financing operations but which are limited by donors or other external agencies to specific purposes, programs, departments, or schools. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. Includes only restricted resources that were expended for current operating purposes. (F 1) (CN)

**ROOM CHARGES.** The charges for an academic year for residential accommodations of a typical student sharing a room with one other student. (IC 1, 2, 3)

**SALES AND SERVICES OF EDUCATIONAL ACTIVITIES (REVENUES).** Revenues from the sales of goods or services that are incidental to the conduct of instruction, research or public service. Examples include film rentals, sales of scientific and literary publications, testing services, university presses, dairy products, machine shop products, data processing services, cosmetology services, and sales of handcrafts prepared in classes. (F 1)

**SCHOLARSHIPS.** Grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students. (F 1)

**SCHOLARSHIPS AND FELLOWSHIPS (EXPENDITURES).** Expenditures made in the form of outright grants-in-aid, tuition and fee waivers, prizes, and trainee stipends to individuals enrolled in formal undergraduate or graduate coursework, either for credit or noncredit. Includes Pell Grants and aid to students in the form of tuition or fee remissions. Excludes those remissions that are granted because of faculty or staff status, or for which services to the institution must be rendered, such as payment for teaching, or student loans. Also excludes College Work-Study Program expenses. (F 1) (CN)

**SECOND-YEAR STUDENT.** A student who has completed the equivalent of 1 year of full-time undergraduate work; that is, at least 30 semester hours but less than 60 semester hours in a 120-hour program. (EF 1)

**SEMESTER.** A calendar system that consists of two semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer session. (IC 1, 2, 3, 4)

**SERIALS.** Publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (e.g., reports, yearbooks), memoirs, proceedings, and transactions of societies. Serials also include monographic and publishers' series. (L)

**SERVICE/MAINTENANCE STAFF.** Persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and students or that contribute to the upkeep and care of buildings, facilities, or grounds of the institutional property. Includes chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, and security personnel. (S)

**SHARED LIBRARY.** A facility housing an organized collection of printed, microform, and audiovisual materials, and (a) is jointly administered by more than one educational institution, or (b) whose funds or operating expenditures have been received from more than one educational institution. The location of the facility is not a determining factor. (IC 1, 2, 3, 4)

**SKILLED CRAFTS STAFF.** Persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes mechanics and repairers, electricians, stationary engineers, skilled machinists, upholsterers, carpenters, compositors, and typesetters. (S)

**SPECIAL ADMISSIONS TESTS.** Tests prepared by or for a particular institution, or state (for state institutions) and administered by the institution, for purposes of determining prospective students' skills and competencies. (IC 1, 2, 3, 4)

**SPECIALIZED ACCREDITATION.** Specialized accreditation normally applies to the evaluation of programs, departments, or schools which usually are parts of a total collegiate or other postsecondary institution. The unit accredited may be as large as a college or school within a university or as small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution which is accredited by one of the regional accrediting commissions. However, certain of the specialized accrediting agencies do accredit professional schools and other specialized or vocational or other postsecondary institutions which are free-standing in their operations. Thus, a "specialized" or "programmatic" accrediting agency may also function in the capacity of an "institutional" accrediting agency. In addition, a number of specialized accrediting agencies accredit educational programs within noneducational settings, such as hospitals. (IC 1, 2, 3, 4)

**STAFFORD LOANS (FORMERLY GUARANTEED STUDENT LOANS).** (Higher Education Act of 1965, Title IV-B, as amended, Public Law 89-329; 20 USC 1071.) Provides guaranteed loans for educational expenses from eligible lenders to vocational, undergraduate, and graduate students at eligible postsecondary institutions. (IC 1, 2, 3, 4)

**STANDARDIZED ADMISSIONS TESTS.** Tests prepared and administered by an agency independent of any postsecondary education institution, for purposes of making available to prospective students, information about the students' academic qualifications relative to a national sample. Examples are the Scholastic Aptitude Test (SAT) and the American College Testing (ACT). (IC 1, 2, 3, 4)

**STATE OF RESIDENCE.** A person's permanent address as determined by such evidence as a driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian. (EF 1, 2)

**STATE UNKNOWN.** Status used when the reporting institution is unable to determine from existing records the home state or residence of the student. (EF 1, 2)

**STUDENT SERVICES (EXPENDITURES).** Funds expended for admissions, registrar activities, and activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instructional program. Examples are career guidance, counseling, financial aid administration, and student health services (except when operated as a self-supporting auxiliary enterprise). (F 1)

**SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANTS (SEOG).** (Higher Education Act of 1965, as amended, Title IV, Part A, Subpart 2, Public Laws 89-329, 92-318, 94-482, et al; 20 USC 1070b-1070b-3.) Provides eligible undergraduate postsecondary students with demonstrated financial need with grant assistance to help meet educational expenses. The grants are made directly to institutions of higher education, which select students for the awards. (IC 1, 2, 3, 4)

**TECHNICAL AND PARAPROFESSIONALS STAFF.** Persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as offered in many 2-year technical institutes, junior colleges, or through equivalent on-the-job training. Includes computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dieticians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational categories which are institutionally defined as technical assignments. (S) (CN)

**TENURE.** Status of a personnel position, or a person occupying a position or occupation, with respect to permanence of position. (SA) (S)

**TENURE TRACK.** Positions that lead to consideration for tenure. (SA) (S)

**TERM ENDOWMENT FUNDS.** Funds for which the donor has stipulated that the principal may be expended after a stated period or on the occurrence of a certain event. (F 1)

**TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL).** Standardized test designed to determine an applicant's ability to benefit from instruction in English. (IC 1, 2, 3, 4)

**THIRD-YEAR STUDENT.** A student who has completed the equivalent of 2 years of full-time undergraduate work; that is, at least 60 semester hours but less than 90 semester hours in a 120-hour program. (EF 1)

**TITLES.** Publications which form a separate bibliographic whole, whether issued in one or several volumes, reels, disks, slides, or parts. Applies equally to printed materials, such as books and periodicals, as well as to audiovisual materials, microforms, and machine-readable materials. (L)

**TRANSFER STUDENT.** A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit.

TRIMESTER. An academic year consisting of 3 terms of about 15 weeks each. (IC 1, 2, 3, 4)

TUITION AND FEES (REVENUES). Revenues from charges assessed against students for educational purposes. Includes tuition and fee remissions or exemptions even though there is no intention of collecting from the student. Includes those tuition and fees that are remitted to the state as an offset to the state appropriation. Excludes charges for room, board, and other services rendered by auxiliary enterprises. (F 1) (CN)

TUITION AND REQUIRED FEES. Tuition is the amount of money charged to students for instructional services. Tuition may be charged per term, per course, or per credit. Required fees are those fixed sums charged to students for items not covered by tuition and are required of such a large proportion of all students that the student who does not pay the charge is an exception. (IC 1, 2, 3, 4)

12-MONTH PERIOD. The 12-month period used by the institution for reporting a full year of activity. This time period should be consistent for that institution across all IPEDS surveys and from year to year. (IC 1, 2, 3, 4)

UNCLASSIFIED STUDENT. A student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. For example, this could include a transfer student whose earned credits have not been determined at the time of the fall report. (EF 1) (EE 1)

UNDERGRADUATE. A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate. (IC 1, 2) (EF 1, 2) (CN)

UNDUPLICATED COUNT. The sum of students enrolled for credit with each student counted only once during the reporting period, regardless of when the student enrolled. (IC 1, 2, 3)

UNITID CODE. Unique identification number assigned to postsecondary institutions surveyed through the Integrated Postsecondary Education Data System (IPEDS). (IC 1, 2, 3, 4)

UNIVERSITY WITHOUT WALLS/OPEN UNIVERSITY. Educational institutions with open admissions policies that have no campus residency requirements and often use nontraditional delivery systems (e.g., telecourses). (IC 1)

UNRESTRICTED CURRENT FUNDS. All funds, including institutional funds, received for which no stipulation was made by the donor or other external agency as to the purpose for which the funds should be expended. (F 1) (CN)

VESTED RETIREMENT PLAN. One in which the full amount of the contribution by the institution and by the state and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution. (SA)

VETERANS ADMINISTRATION EDUCATION BENEFITS (VA). Those benefits that are paid for student assistance at approved postsecondary education institutions for three types of beneficiaries: surviving spouses and children, discharged veterans, and active military personnel in special programs. (IC 1, 2, 3, 4)

VIDEO MATERIALS. Materials on which both pictures and sound are recorded. Electronic playback reproduces both pictures and sounds using a television receiver or monitor. (L)

VISUALLY IMPAIRED. Any person whose sight loss is sufficiently severe and not correctable, and adversely affects educational performance. (IC 1, 2, 3, 4)

VOLUME. Any printed, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, that has been cataloged, classified, or otherwise made ready for use. (L) (CN)

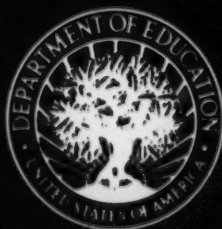
WHITE, NON-HISPANIC. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin). (EF 1, 2) (EP) (C 1, 2) (CN) (S)

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